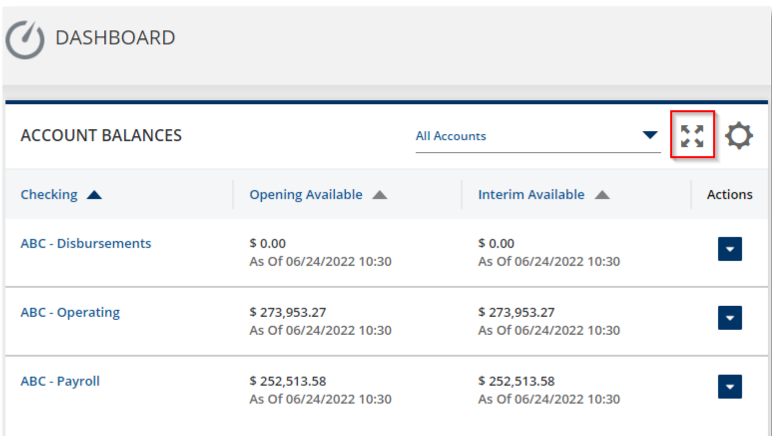
INFORMATION REPORTING

Treasury Internet Banking's robust Information Reporting features provide timely account information, enabling you to analyze and adjust account levels, concentrate surplus cash, and capitalize on investment opportunities. This guide reviews the Account Activity feature, the customizable Prior Day and Current Day features, and the reporting options. These features help you effectively manage your cashflow by providing information essential for making daily business decisions.

ACCOUNT BALANCES WIDGET

STEP 1: SETTING UP ACCOUNT BALANCES WIDGET

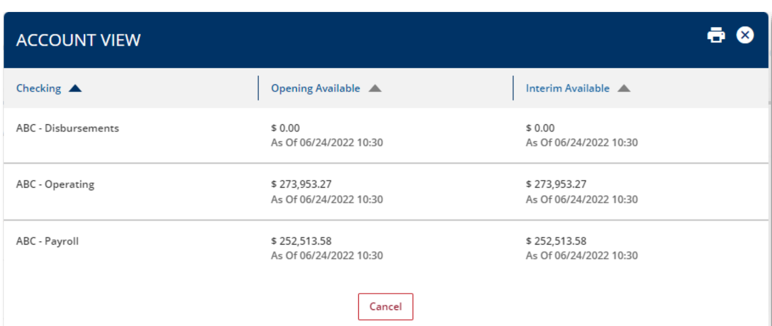
The Treasury Internet Banking Dashboard provides multiple ways to quickly access your account information.

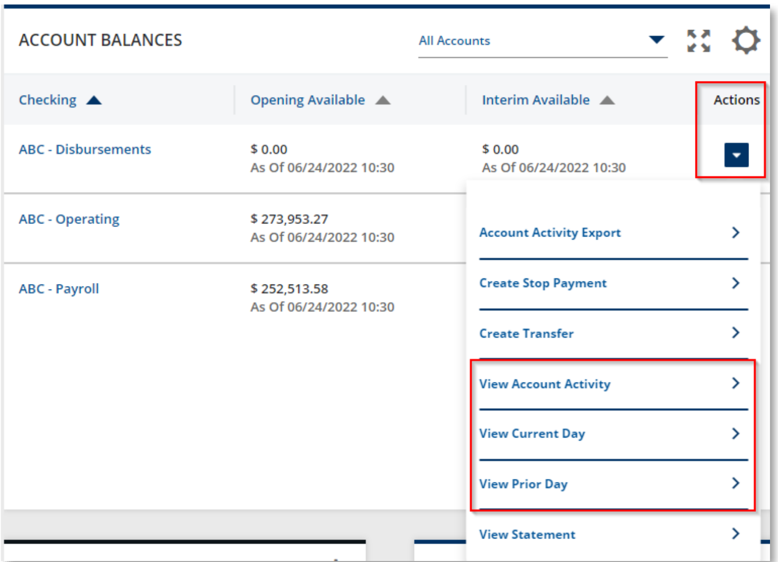


The *Account Balances* widget provides a high-level overview.

You can use the widget's scroll bar to scan your accounts or view all accounts on a single screen.

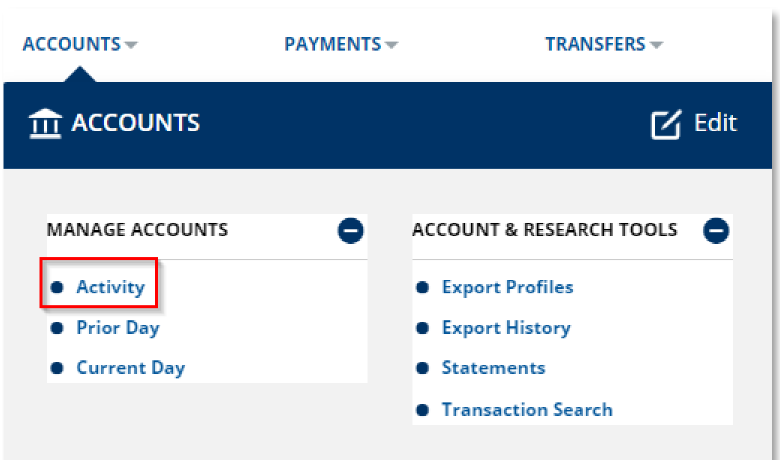
1. Click the *Expand* icon to display all accounts on a convenient single screen.
2. Click the *Cancel* button on the single screen overlay to return to the Dashboard.





Secondly, you can use the *Action Quick-Links* to quickly navigate to other screens to access account details.

The options available in the *Actions* menu vary, depending on account entitlements.

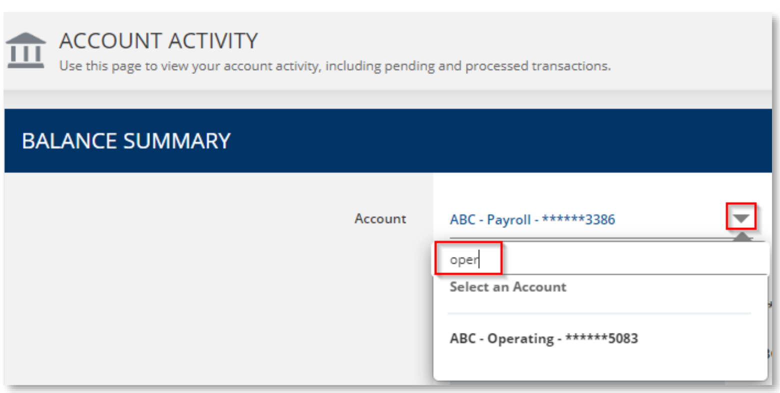


ACCOUNT ACTIVITY

The *Account Activity* feature provides a snapshot of an account's current day and prior day balance and transactions in one convenient screen.

STEP 1: NAVIGATION

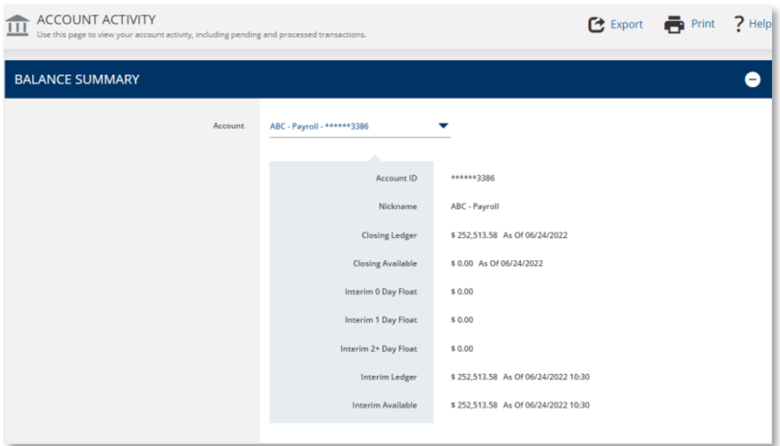
1. Select *Activity* from the **Accounts** menu, or click on the *View Account Activity* Action link in the **Account Balances** widget.



2. Use the *Account* dropdown list to select different accounts as needed.

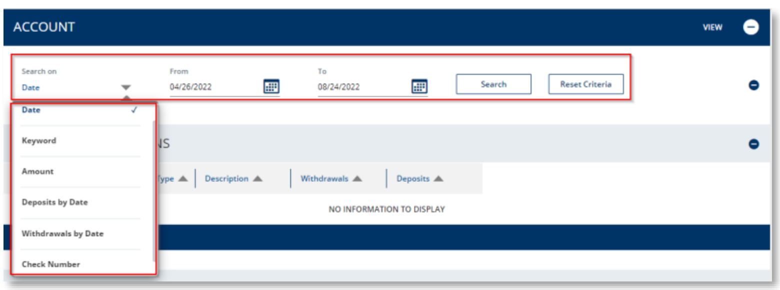
The convenient *'Smart Search'* feature allows you to search the list by account name or number.

You can also simply use the scroll bar to locate the desired account.



STEP 2: BALANCE SUMMARY

The *Balance Summary* section displays Closing Ledger and Closing Available prior day balances, current day Interim Ledger and Interim Available balances, and a summary of float assigned to current day deposits.

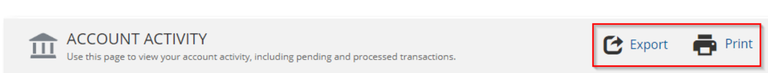


STEP 3: SEARCHING ACCOUNT DETAILS

The *Account* section provides a list of debit and credit transactions. The default search displays transactions ranging from 60 days in the past to those scheduled up to 30 days in the future.

You can use the versatile *Search* feature to further filter and refine the results to pinpoint specific transactions based on:

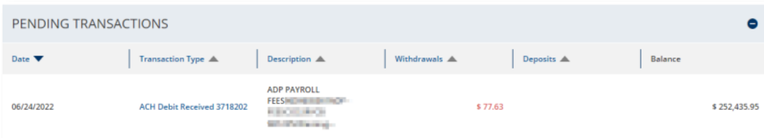
- *Keyword* – a partial or whole word
- *Amount* – an amount range based on debit or credit transactions
- *Deposits by Date* – credit transactions based on a defined date range
- *Withdrawals by Date* – debit transactions based on a defined date range
- *Check Number* – a single check number or a range of check numbers



The Account Activity search results can be easily *exported* or *printed* by selecting the icons at the top of the screen.

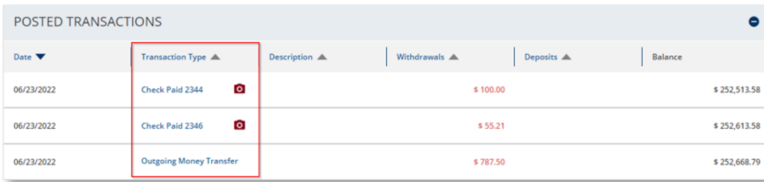
STEP 4: PENDING TRANSACTIONS

Pending Transactions are payments/transfers which are yet to be fully processed by the bank.



STEP 5: POSTED TRANSACTIONS

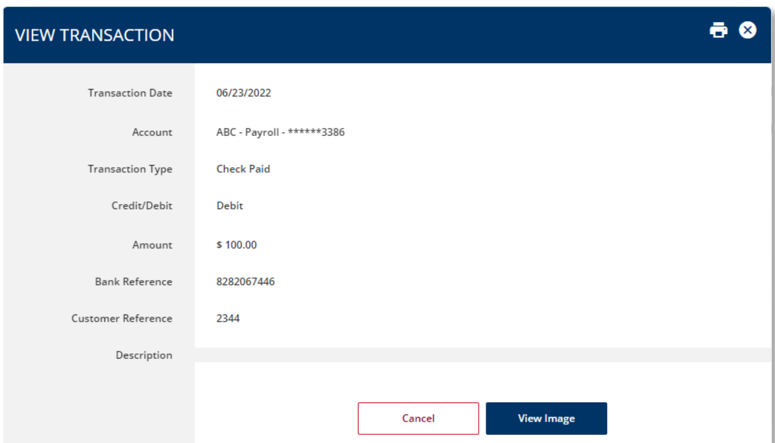
Posted Transactions are the fully processed transactions for previous business day and earlier.



Click the *Transaction Type* hyperlink to view additional details about individual pending or posted transactions.

Some posted items may include a *camera icon,* or include the *View Image* button on the transaction details overlay, to view the front and back of the item.

Whether viewing transaction details or images, click the *Cancel* button to close the overlay and return to the transaction list.



STEP 6: SCHEDULED TRANSACTIONS

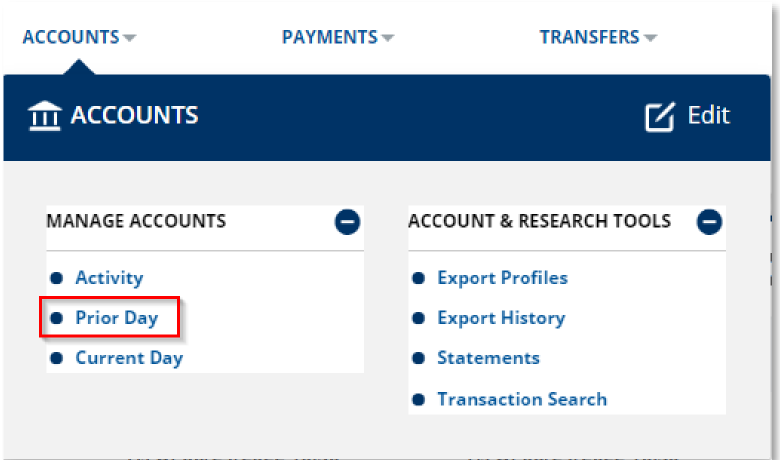
Scheduled Transactions are future-dated transactions which have been approved and are scheduled to be released to the bank.

PRIOR DAY

The *Prior Day* screen displays balances for all of your accounts on a single screen.

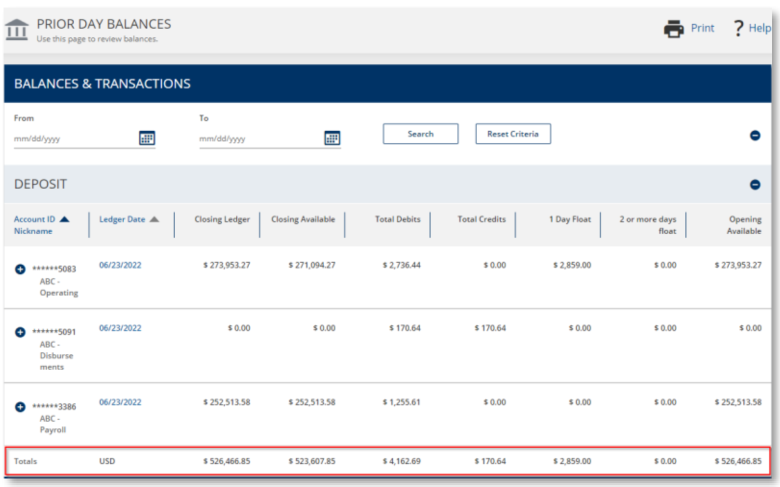
STEP 1: NAVIGATION

1. Navigate to **Accounts** on the main menu.
2. Select *Prior Day* from the Accounts menu, or click the *View Prior Day* Action link in the Account Balances widget.



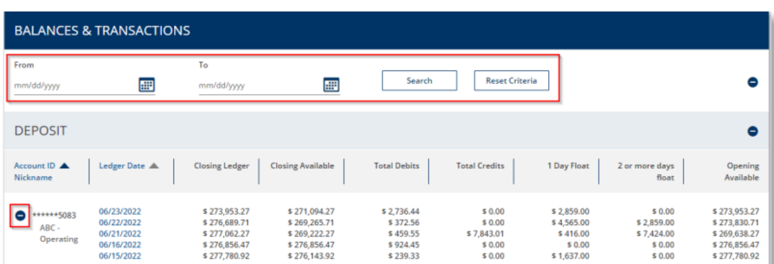
The *Balances & Transaction* section allows you to review balances grouped by account type.

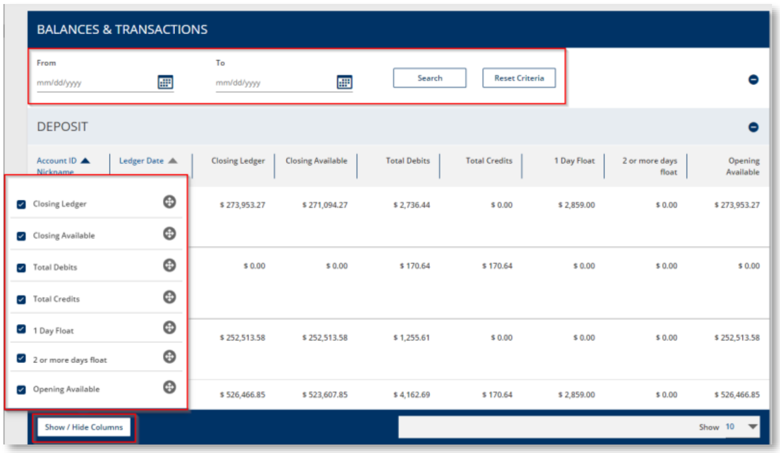
Summary totals are displayed at the bottom of each group of account types.



Click the *+ plus icon* to expand the display to see the last five business days.

You can also use the *Search* feature to display other historical dates.



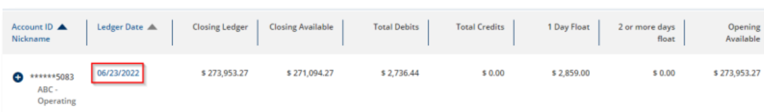


You may customize the balance and transactions tables by selecting the *Show/Hide Columns* button.

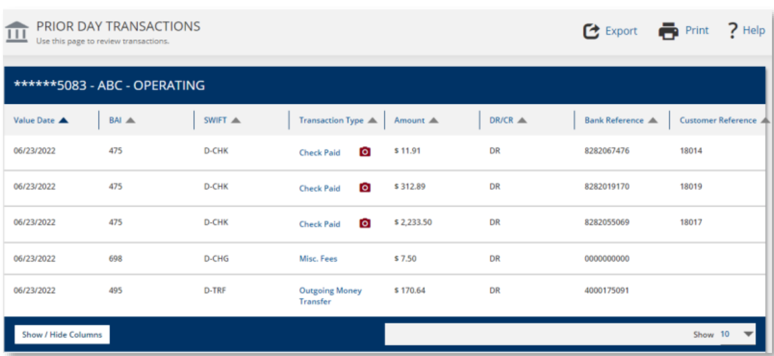
To rearrange the columns, select the specific *move icon* on a row to change the location on the screen. You can also remove columns from the table by deselecting the check mark.

You can change these settings at any time. The customized table is saved and displayed the next time you access it.

The *Show/Hide Columns* feature operates the same wherever it is available.

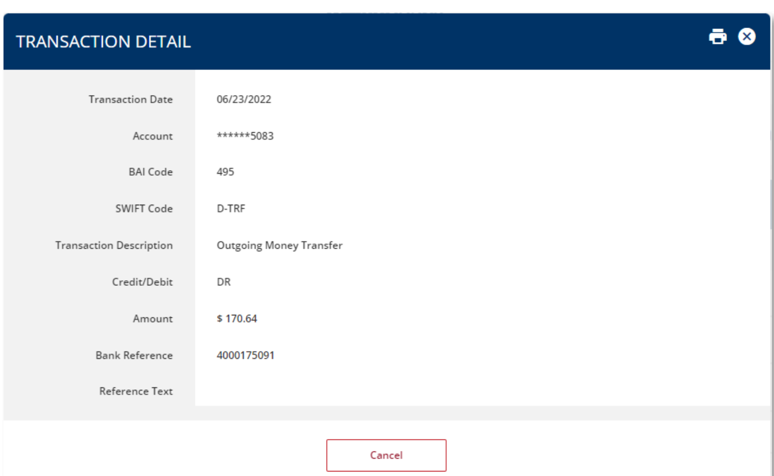


Click the *Ledger Date* hyperlink to view detailed transactions for a specific account.



Click the *camera icon* to view an image.

Select the *Transaction Type* hyperlink to display additional details in a separate overlay.



If you wish to print the transaction information on the screen, use the *Print* icon in the top right hand corner.

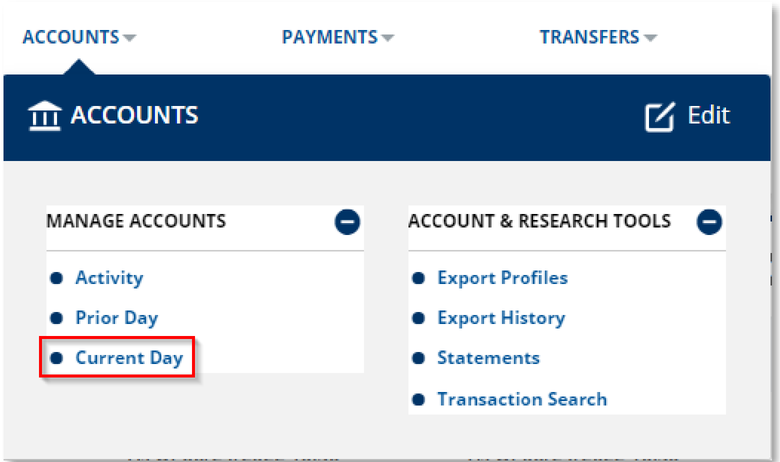
Click the *X* in the top right-hand corner to close the overlay.

Click *Cancel* to return to the account transaction list.

CURRENT DAY

The *Current Day* screen allows you to review balances grouped by account type.

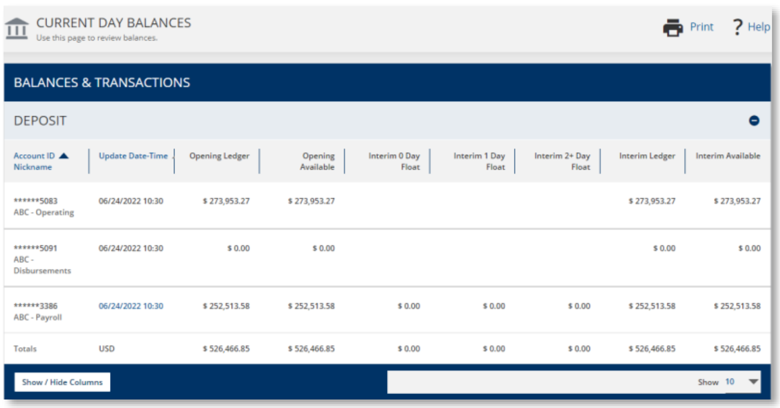
1. Navigate to **Accounts** on the main menu.
2. Select *Current Day* from the Accounts menu, or click on the *View Current Day* Action link in the Account Balances widget.



The *Current Day* screen displays the Opening Ledger and Opening Available balances, the float information for current day deposits, and the Interim Ledger and Interim Available balances.

As with other screens, you can use the *Show/Hide Columns* option to customize the display.

3. Click the *Date* hyperlink to view detail transactions for a specific account. If the date is not a hyperlink, no current day transactions are available to display.



REPORTS

A variety of standard reports exist for prior day and current day information reporting.

1. Navigate to Reports on the main menu.
2. Select *Account Reports* from the Reports menu.

You may add your favorite standard and customized reports to the *My Reports* screen for quick and easy access.